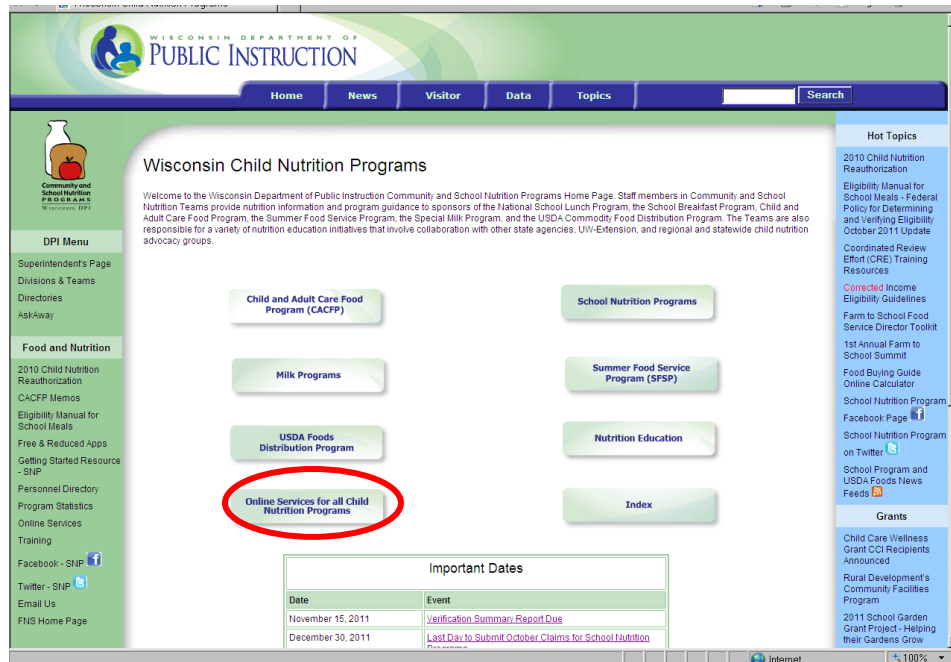


Accessing the Online Child Nutrition Program Report

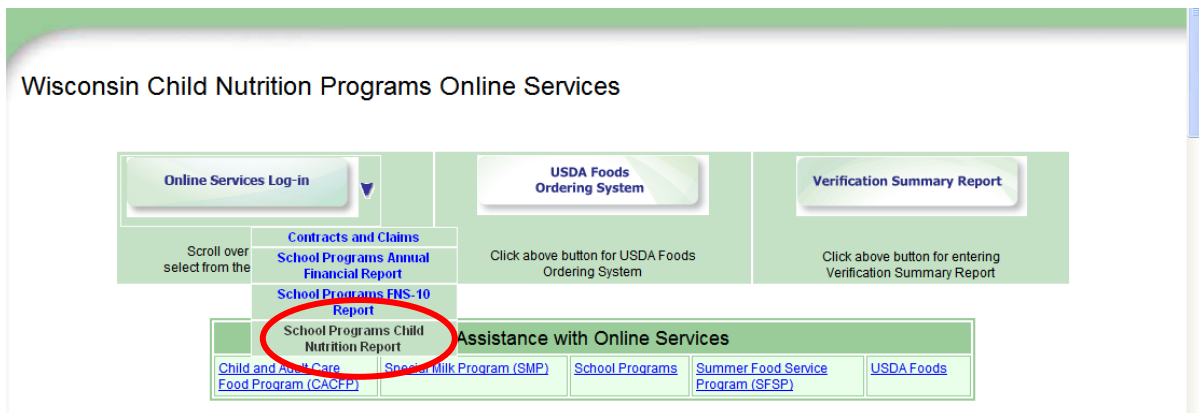
1. Go to <http://www.dpi.wi.gov/fns/index.html>. Click on “Online Services for all Child Nutrition Programs” button. See circled item below.



2. Click on the “Online Services Log-in” button on the next screen that appears.



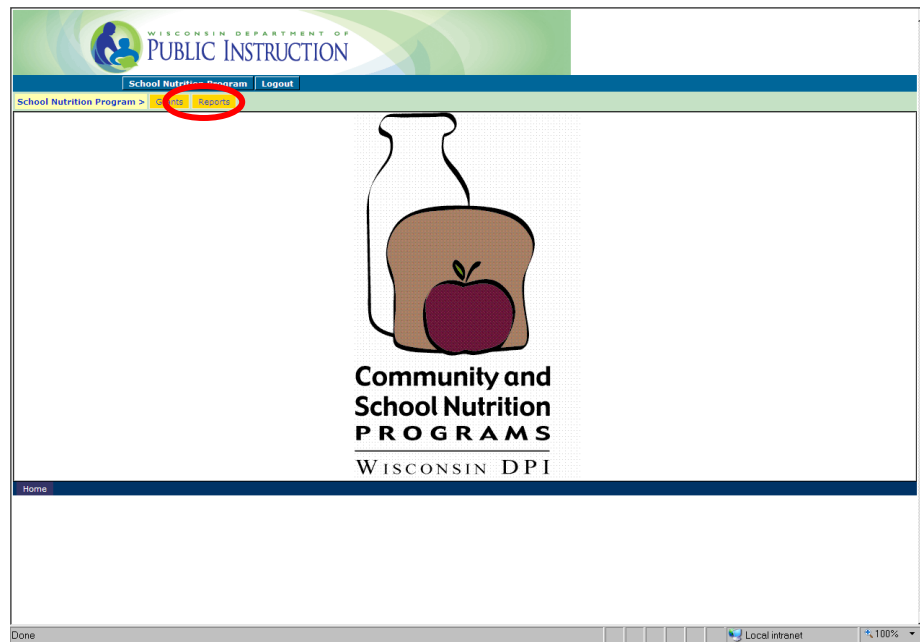
3. Select "School Programs Child Nutrition Report" from the drop down box.



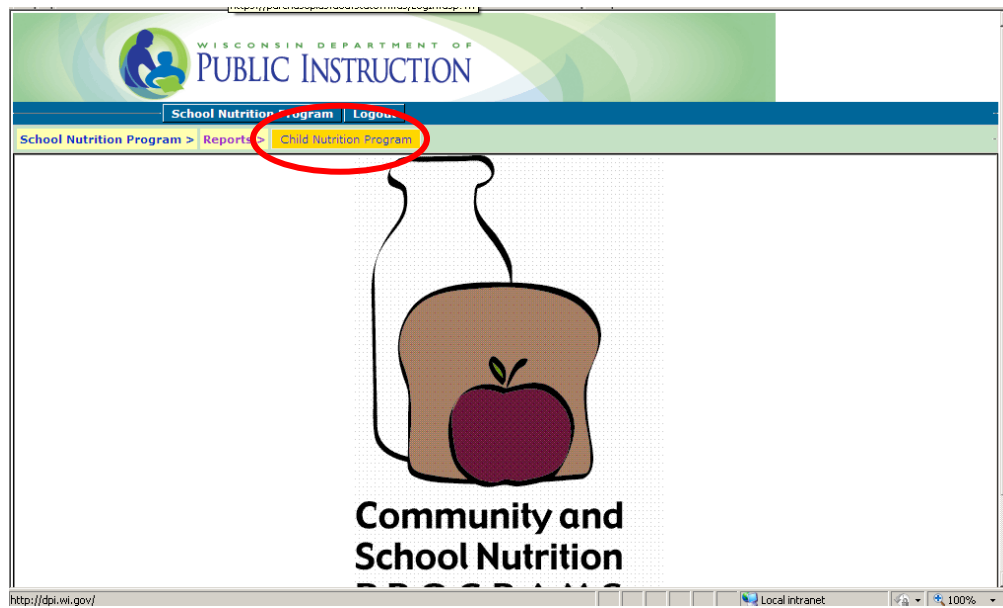
4. Enter the six digit agency code and password on the online services log-in screen. Note: Same agency code and password is used for all online services (claims, reports, and USDA Food orders). Click the "submit" button.



5. Click on “Reports” that will appear at the top of the screen.



6. Click on “Child Nutrition Program”.



7. Select the school year from the drop down box and click “Retrieve”.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

School Nutrition Program Logout

School Nutrition Program > Reports > Child Nutrition Program

Child Nutrition Program Report
Report Parameter
10014-Adams-Friendship School District

Select Year for which you want to display information
Select Report Year: 2011 - 2012

RETRIEVE

Home

Local intranet

8. Access pages of the report by clicking on the side arrows to the right of the page numbers. Use the “Back” button to view Child Nutrition Reports from other school years. Note: The report cannot be modified on the screen or electronically in the system.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

School Nutrition Program Logout

School Nutrition Program > Reports > Child Nutrition Program

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
School Nutrition Team, PO Box 7841, Madison, WI 53707-7841

9. To save report in PDF or other available formats, click on the ‘Export this Report’ icon circled in red below.

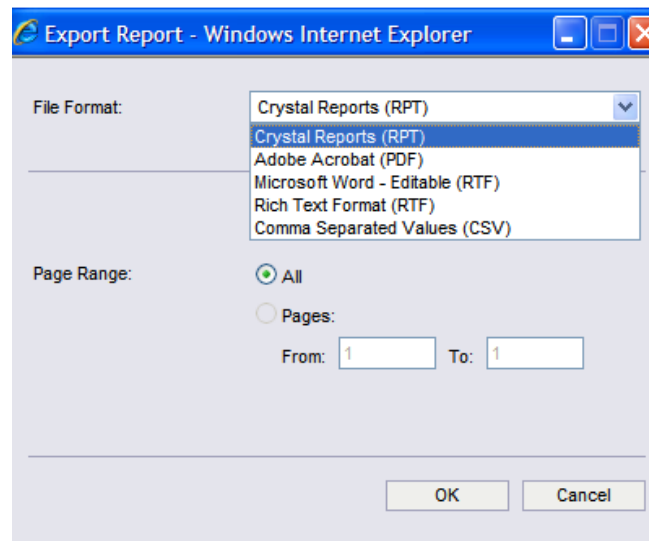
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

School Nutrition Program Logout

School Nutrition Program > Reports > Child Nutrition Program

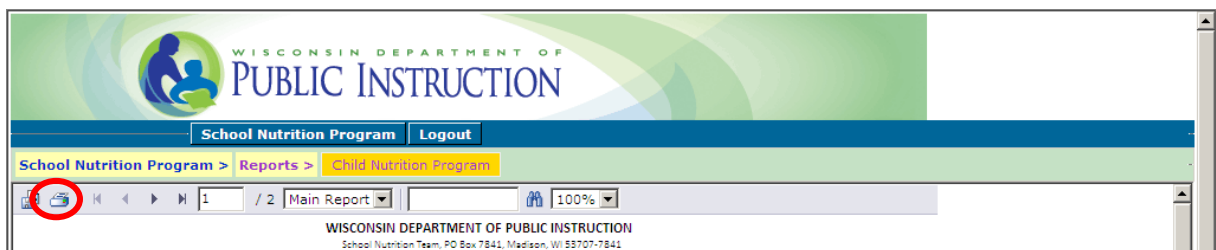
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
School Nutrition Team, PO Box 7841, Madison, WI 53707-7841

Select the file format from the drop down box and the pages you want to save and then click “OK.”

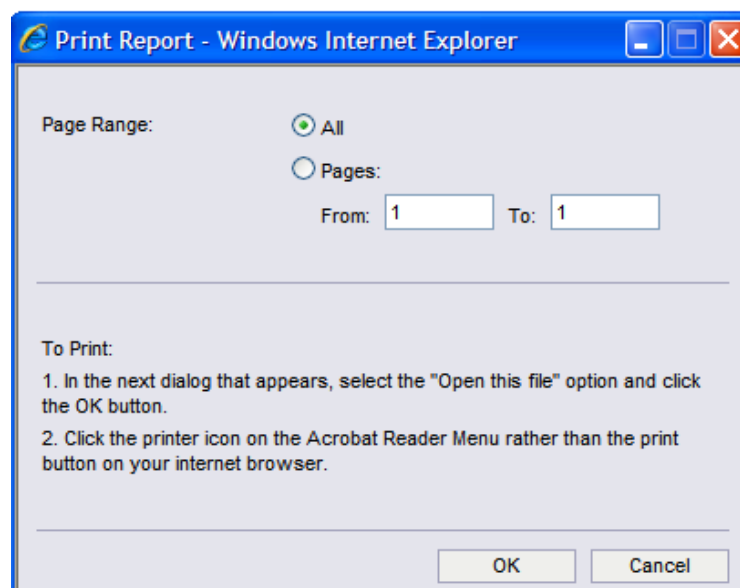


The "Export Report - Windows Internet Explorer" dialog box is shown. It has a "File Format:" section with a dropdown menu currently set to "Crystal Reports (RPT)". The dropdown menu is open, showing options: "Crystal Reports (RPT)", "Adobe Acrobat (PDF)", "Microsoft Word - Editable (RTF)", "Rich Text Format (RTF)", and "Comma Separated Values (CSV)". Below this is a "Page Range:" section with two radio buttons: "All" (selected) and "Pages:". The "Pages:" option has "From:" and "To:" input fields, both containing the number "1". At the bottom are "OK" and "Cancel" buttons.

10. To **print** report click on the “Print” icon.



A pop up box will appear and you can select the pages you want to print. Then click “OK.”



The "Print Report - Windows Internet Explorer" dialog box is shown. It has a "Page Range:" section with two radio buttons: "All" (selected) and "Pages:". The "Pages:" option has "From:" and "To:" input fields, both containing the number "1". Below this is a "To Print:" section with two numbered instructions: "1. In the next dialog that appears, select the 'Open this file' option and click the OK button." and "2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser." At the bottom are "OK" and "Cancel" buttons.

Another pop up box will appear asking whether you want to open or save the file. Select “Open.” Then click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

11. To exit system, use the “back” button arrow on the browser to return to the first screen and click on “logout” on the menus.

